

ITD 783 SIGNATURE SHEET INSTRUCTIONS

Project No.	Project Tracking, last approved 2101 or last approved 1414 .
Key No.	Project Tracking, ITIP, approved program, last approved 2101 or last approved 1414 .
Hwy. Route	Project Tracking, ITIP, approved program, last approved 2101 or last approved 1414 .
MP	Project Tracking, ITIP, approved program, last approved 2101 or last approved 1414 .
Fed. Aid Rte.	Milepost logs(Must have segment code) or last approved 1414 .
Project Title	Project Tracking, last approved 2101 or last approved 1414 .
WA No.	Project Tracking or last approved 2101 .

PROJECT CATEGORY

It must be decided whether a project is categorized simple or complex. Read through the following lists to help make this decision. Also, refer to the [2708 form](#) that was completed for this project to assist in this determination.

SIMPLE PROJECTS

Require only approval at the District.

- Rehabilitation/Restoration
- Overlay
- CRABS
- Turn Bays
- Traffic Signals
- Minor Intersection Improvements
- Minor Widening
- Minor Bridges

These Projects meet all the following criteria.

1. Minor or insignificant R/W involvement
2. No public controversy anticipated
3. Environmental clearance expected as CatEx
4. Little or no involvement from regulatory agencies
5. Exempt Status on Oversight Agreement
6. No Design Exception Required

Note: Cost is not a deciding factor

Examples: Minor resurfacing (Circle M), sealcoats, pavement maintenance, intersection improvement, safety (HES, RR, Etc.), minor bridge replacement or rehabilitation, minor widening.

THIS PROJECT IS:
SIMPLE

COMPLEX PROJECTS

Require approval of Headquarters and FHWA if applicable.

- New Routes
- New Alignments
- Reconstruction
- Enhancement Project

These Projects meet one or more of the following criteria.

1. Environmental clearance expected as EA or EIS
2. Have or expect public involvement
3. Require Hearing
4. Require System Action
5. Major R/W involvement
6. Design Exception Required

Examples: New interchange, new alignment, couplet, major urban intersection, major new or replacement bridge.

THIS PROJECT IS:
COMPLEX

SIGNATURES

The following Matrix shows the signatures that are required and at what level (N/A, Recommended, Reviewed, Approved) for each category of project. Also, shown are the design exception check requirements.

	ST SIMPLE	ST COMPLEX	FA SIMPLE	FA COMPLEX
Local Sponsor	Recommended if Sponsored	Recommended if Sponsored	Recommended if Sponsored	Recommended if Sponsored
District Engineer	Approved	Recommended	Approved	Recommended
Roadway Design Engineer	N/A	Reviewed	N/A	Reviewed
Assistant Chief Engineer (Dev)	N/A	Approved	N/A	Approved
Design Exception Approved by Committee	N/A (No Exception Allowed)	Mark if Exception Required	N/A (No Exception Allowed)	Mark if Exception Required
No Design Exception Required	Mark no Exception Box	Mark if no Exception Required	Mark no Exception Box	Mark if no Exception Required